



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: HUMAN SERVICES DECISION SUPPORT ANALYST (Provisional* Appointment)

SALARY: \$44,261 - \$56,859 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a specialized position in the Department of Human Services responsible for managing the data needs of special projects aimed at reducing fraud, waste and abuse throughout human services programming and initiatives to improve overall department performance. Work involves analyzing data to develop and support cost savings initiatives. The employee reports directly to and works under the general supervision of an administrative-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Human Services Administration, Finance, Accounting, Economics, Mathematics, Statistics, or a closely related field, plus three (3) years paid full-time or its part-time equivalent experience in budget preparation, budget analysis, financial planning, financial analysis, or management analysis in a public or private agency, one (1) year of which must have involved the operation of a computer using software related to the reporting and analysis of financial data; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Human Services Administration, Finance, Accounting, Economics, Mathematics, Statistics, or a closely related field, plus two (2) years of experience as defined in (A) above, one (1) of which must have involved the operation of a computer using software related to the reporting and analysis of financial data; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: February 6, 2014

Posting Deadline: February 18, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.